



Foreign Affairs Manual

4 FAH-3 Financial Management Procedures Handbook

Change Transmittal: FMP-76
Date: August 20, 2013

4 FAH-3 H-110 BUDGETING

Changes

1. This Change Transmittal updates 4 FAH-3 H-110. The purpose is to update the office symbols related to RM's reorganization where BP became its own bureau, provide additional guidance on reclassification, update information on the appropriation structure and transfers, reflect new requirements from OMB Circular A-11, update the Working Capital Fund section, incorporate new requirements as a result of the Quadrennial Diplomacy and Development Review of 2010, and/or make other minor edits.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words or is entirely new, we did **not** use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is BP/RPBI. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 4 FAH-3 H-110 (CT:FMP-67, 06-22-2012) and replace it with page 4 FAH-3 H-110 (CT:FMP-76; 08-20-2013).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FMP-76, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.